



Gravenhurst Academy Holiday form

Application for leave of absence for a school pupil for an annual holiday

Important information for parents/carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record and other criteria set out in the school's "Attendance Policy" attached
- Request for leave should be submitted to the school no less than 6 weeks prior to the start of the holiday
- Authorisation during SATs and in the first term of any new school placement is not likely to be granted
- Any requests for extended leave, i.e. more than 10 days in any academic year, will result in an interview with the Head Teacher. Only in exceptional circumstances will such leave be authorised.

I wish to apply for leave of absence from school to be granted to:

Name of child Class

Date of proposed absence: from To

Reason for proposed absence

Total days in this application

Total days taken previously this academic year

Signature of Parent/Carer Date

Print Name.....

For school use

Timetable checked?
Previous holiday checked?
Head teacher to authorise

Permission **has/has not** been granted for leave of absent from school

forDays from to

Reason given (if appropriate)

Signed Principal

Date

HOLIDAY REQUESTS

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Principal in writing at least **5 working days** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be considered. Where the absence is granted, the Principal will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

* Exceptional circumstances are defined as:

'For service personnel and other employees prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education'; and when the family needs to spend more time together to support each other after a 'crisis'.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term.

Please support us by avoiding holidays during school time.